

**PARTIES' AGREEMENT LETTER PURSUANT TO SUCCESSFUL MEDIATION**

(Agency Letterhead)

DATE \_\_\_\_\_

NAME

TITLE

ADDRESS

Dear \_\_\_\_\_,

This letter serves as your NOTICE OF AGREEMENT for the EEO matter which was initially discussed with me, in my capacity as an EEO Counselor on \_\_\_\_\_ (***date.***)

On \_\_\_\_\_ (***date of mediation***), a mediation was held at \_\_\_\_\_ (***location of mediation***). Present at the mediation were \_\_\_\_\_ (***parties***) and \_\_\_\_\_ (***mediator***). Mediation has resolved this dispute to the satisfaction of all parties. A copy of the agreement between the parties is appended to this letter.

Please sign both this letter and the mediation agreement (if it is not already signed). Your signature on this letter serves as your acknowledgment that this matter has been handled according to established procedure and that the outcome is agreeable to you.

Sincerely,

\_\_\_\_\_  
(Title)

Signature(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_